



# SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **EXECUTIVE DIRECTOR, FOUNDATION**

A Classified Administrative Position (Exempt Status)

Grade AC

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#### **A. General Statement**

The Executive Director, Foundation works closely with the Foundation's Board of Directors, Foundation staff, the District's Chancellor, and District staff to meet institutional funding objectives. The Executive Director provides vision, leadership, strategic direction, and overall coordination of a comprehensive fundraising effort on behalf of the District's three colleges and students. The Executive Director will be part of a team of educational leaders who understand the principles of excellence in management and practice visionary leadership, and who are committed to community service and academic excellence.

#### **B. Duties & Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

Under the direction of the Foundation Board of Directors and District Chancellor and in collaboration with the College Presidents:

1. Prepares strategic plan with short-and long-range fundraising goals and strategies in support of college programs; develops and implements fundraising goals and strategies;
2. Provides regular reports to the Foundation's Board of Directors and the District's Board of Trustees on the status of fundraising efforts;
3. Manages prospect identification, cultivation and ongoing solicitation of individual donors, foundations, and corporations;
4. Provides leadership for college staff to assist in prioritizing their fundraising needs and to engage in fund development strategies;
5. Increases the number and level of major donations to the San Mateo County Community Colleges Foundation;
6. Researches public and private grant agencies and foundations to identify potential sources of funding for college programs;
7. Writes proposals and reports to corporations, private foundations, etc.;

8. Informs potential donors of the District's history, achievements, goals and needs and encourages individuals, corporations, and foundations to establish or contribute to special funds through endowments, trusts, and donations or bequests.
9. Organizes solicitation campaigns for pledges of support or special projects from individuals, corporations, and foundations;
10. Directs mail campaigns to reach potential contributors;
11. Creates, directs, and administers donor recognition programs;
12. Creates analyses and reports for different venues by gathering data, formulating assumptions, analyzing trends and suggesting solutions;
13. Provides fiscal management of the Foundation's assets and disbursements;
14. Budgets for fund development activities and maintains financial records for grant tracking;
15. Works with District and college marketing and communications offices to develop Foundation promotional materials and reports for Foundation activities, programs, solicitations, and mailings;
16. Hires, supervises, directs, and evaluates the performance of the Foundation's staff;
17. Performs other duties as assigned by the Chancellor and Board of Directors of the San Mateo County Community Colleges Foundation.

### **C. Requirements**

1. A Bachelor's degree or equivalent experience in business or related field; advanced degree is preferred
2. Minimum of five years of progressively responsible and successful fund development experience, with demonstrated strengths in managing fund development planning, research, and planned giving
3. Experience in working with community, corporate, government and education leaders
4. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff

### **D. Desirable Skills & Abilities**

1. Knowledge of fundraising methods and activities employed in academic and community-based nonprofit organizations
2. Ability to establish and maintain positive relationships and work effectively with a diverse group of donors, corporate representatives, college staff members, students, and the general public.
3. Knowledge of principles of accessing and assessing a local community and its fundraising potential.
4. Ability to develop short-term and long-range fundraising goals with a Board and executive staff, manage multiple projects and solicitations simultaneously with highly developed organizational skills and attention to detail.
5. Knowledge of resources, strategies and procedures for planning, directing, and coordinating Foundation activities.
6. Knowledge of relevant provisions of the Internal Revenue codes relating to donations and nonprofit status.
7. Ability to communicate effectively both orally and in writing, including writing complex proposals and producing well written marketing materials.
8. Ability to work both independently and collaboratively in representing the District in fundraising activities to individuals, corporations, and foundations.

9. Ability to work under pressure, successfully meet deadlines, and handle shifting and multiple priorities.
10. Skill in a variety of computer software, including database and spreadsheet software; knowledge of fundraising software is highly desirable.
11. Skills in budget development and financial record keeping.
12. Ability to effectively present and promote the Foundation to the staff and public.

(3/2015)